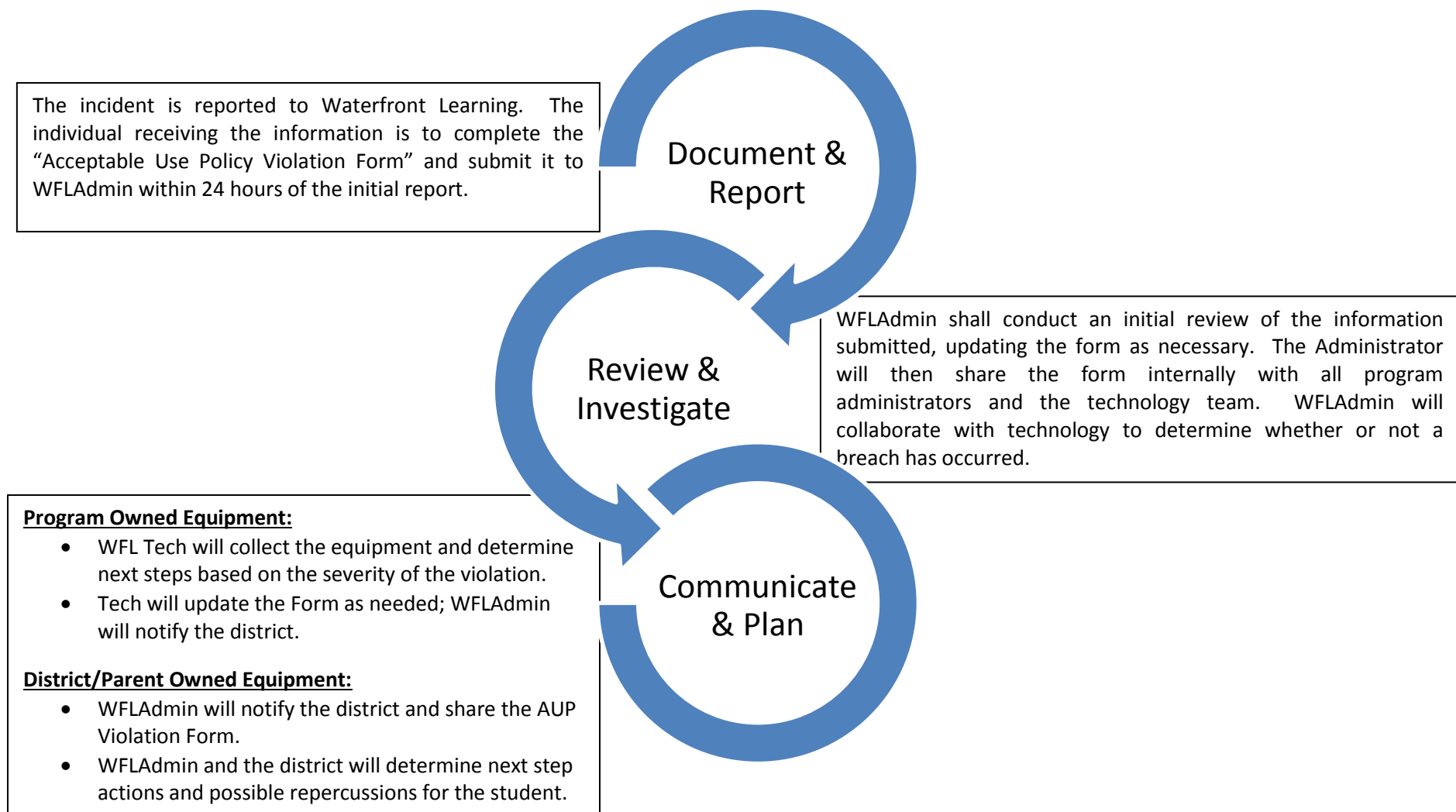


Acceptable Use Policy (AUP) Violation Procedures

In the event that any Waterfront Learning participant (student, teacher, staff member, parent, etc.) is thought to have acted in an inappropriate manner which may violate the AUP policy, the following process shall occur:





Acceptable Use Policy (AUP) Violation Procedures

I – Document and Review (To be completed by the reporter)

Reporter:

Position:

Date:

VIOLATION INFORMATION

Student Name:

Contact Email:

Phone:

Affiliation:

Male Female

Current Grade:

Date(s) of violation(s):

Details of possible violation (i.e. type of violation, location, method of determination, screenshots, other evidence):

Violation(s) as per AIU AUP (please list all violations):

Child Pornography:

Discriminatory Remarks/emails :

Obscene:

Bullying:

Other (explain in detail and refer to AIU Policy Manual):



Acceptable Use Policy (AUP) Violation Procedures

II – Review and Investigation (To be completed by Program Administration and Technology Specialist):

Administrator:

Date of Investigation:

Technology Specialist:

Date of Investigation:

PROGRAM ADMINISTRATOR	TECHNOLOGY SPECIALIST
<p>Equipment:</p> <p>WFL <input type="checkbox"/> District/Parent <input type="checkbox"/></p> <p>Affiliation Contact:</p> <p>Phone: <input type="checkbox"/> Email: <input type="checkbox"/></p> <p>Notes from original district notification:</p>	<p><input type="checkbox"/> No violation can be confirmed at this time.</p> <p><input type="checkbox"/> Violation confirmed. Please see details below:</p>



Acceptable Use Policy (AUP) Violation Procedures

III – Communication and Action Plan (To be completed by the Program Administrator):

Administrator:

Date of Communication:

ADMINISTRATOR ACTION PLAN

Date:	Time:	Phone: <input type="checkbox"/>	Email: <input type="checkbox"/>
Next steps:			